

CLUB AFFILIATION & REGISTRATION GUIDANCE FOR CLUBS 2024/2025



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Club of the
year 2023

Mansfield Harriers



WELCOME & THANK YOU FROM OUR CEO

We would like to thank you for your ongoing work and dedication during the last year as we have further recovered from the impacts of the pandemic and have seen an assuring growth in general participation levels amongst many of our member bodies.

The COVID-19 crisis brought challenges that are still being felt in our sport today and the last year has seen additional issues emerge in wider society that bring risk to our sport at all levels. However, what is clearly evident is the incredible dedication, resilience, pride, and passion that the athletics and running community has demonstrated that will serve us all well as we look forward to all that 2024 will bring, and as we work to provide opportunities for all to enjoy our wonderfully accessible and inclusive sport whatever the ambition, aspiration, ability, background, or age. Clubs have been integral in leading the progressive return to normality and your work continues to be vitally important as we move forwards against this backdrop of financial and social challenge felt in wider society. We will

“ Athletics and running clubs are the lifeblood of our sport and we can all feel proud of our combined efforts in sustaining the vision and momentum needed for our wonderful sport to thrive.

need to continually embrace change, collaborate, and share resources, ideas, and learnings, as we navigate through this next year because we are stronger together in tackling the opportunities and challenges that face our sport across England.

In recent months we published a further “state of the nation” update on delivery progress against our established strategy, and how the sport was recovering post pandemic. There were a number of key messages within this update that I would encourage you to view and to share with your fellow volunteers, coaches, officials, and registered athletes in your organisation. Whilst we are making steady progress in a number of important areas, there remain stubborn hurdles to overcome if we are to continue to inspire more athletes and runners of all abilities and backgrounds to fulfil their potential and to have a lifelong love for the sport. These challenges are particularly overt in the track and field component of our great sport as we work to retain and grow the number of teenage athletes in our sport and in doing so transitioning them to senior levels of participation and performance. This will take a thoughtful and collective effort if we are to succeed in tackling this specific area of our sport, embracing change, and trying new approaches, thinking differently than we have before in providing our sport. We are determined and focused to realise our vision of a sport that is the most inclusive, a sport where everyone belongs and can flourish, and we recognise that to deliver this vision we need to be all in this together as one EA family.

If you haven't seen the aforementioned piece titled "[We Move Together](#)" then I urge you to take a look - and in addition [the video](#) that we produced in late 2022 related to this work.

As your National Governing Body, we are committed to supporting you, our affiliated clubs and registered athletes as we enter the start of the 2024 affiliation year. Your registration fee enables us to provide a vast array of benefits and services to help manage, develop, and engage your club and its members. During August 2023 we were able to take the England Athletics team to the Commonwealth Youth Games held in Trinidad and Tobago during what was a wonderful, action packed, and medal laden games for our sport and Team England. Your ongoing support contributed directly to this success as it did with the ongoing growth of our inclusive social running programme RunTogether as well as our investment in supporting clubs to remain firmly at the heart of their communities and to ensure the provision of high-quality standards to existing and future members. These are mere snapshots of how important your ongoing support is to athletics in England. During 2024 the Manchester International will return during August as will an Under 20s track and field international and we will continue to support our friends and partners at the English Schools alongside other domestic competition providers as they put on competitions at various levels for our aspiring athletes. We will also continue to support and license over 3,500 off track and multi terrain competitions across England for running participants of all abilities and backgrounds.

Together, we can achieve the following future priorities which are central to our strategic plan "[Athletes and runners at the heart](#)", and help secure a long-term future for athletics and running:

- Sustainable clubs with every club growing membership levels year-on-year
- More competing athletes at all levels and all event disciplines each year
- More active coaches, leaders, and officials at every level and every discipline to help support athletes, clubs, and competitions.
- More high-performing athletes achieving performance benchmarks in all event groups and disciplines at all levels
- Recruitment and retention of athletes to maintain participation levels in athletics and running each year

On behalf of everyone at England Athletics, thank you once again for all that you do for our great sport and I wish you all the very best of success and enjoyment, whatever your individual involvement.

With heartfelt thanks,



Chris Jones
CEO England Athletics



SUPPORTING YOUR CLUB

DURING THE 2023/24 AFFILIATION YEAR...



1,814
affiliated clubs
& organisations



173,000
registered athletes
& runners

Affiliated clubs enjoy access to a wide range of programmes, services and digital platforms, and benefit from comprehensive public liability insurance.

- **Discounted coaching and officiating education.**
- **Access to free specialised support on insurance, health and safety guidance, and free legal advice.**
- **Unlimited access** to our digital platforms including; the myAthletics portal, Athletics Hub, Club Hub and Roster Athletics.
- Access to **Club Support services** such as Club Improvement Fund, Club Leadership Programme, Club Support Managers and Club Hub (digital support).
- **Regular communication** via tailored emails sent directly to your inbox with the latest news and essential updates about the sport.
- **Preferential entries to events** and club places at the London Marathon.
- **Exclusive partner offers, discounts and fundraising opportunities.**
- **Additional support for disability athletics**, including training, Paralympic classification, competition pathways and advice to clubs and coaches.
- **Safeguarding, welfare and wellbeing support.**
- Access to **training opportunities** such as coach development, club development, and welfare officers.
- **The right to fair competition** with assurance that both clubs and athletes are competing against legitimate opposition.
- **Reduced road race and multi terrain licensing fees** and organiser support.

Please see the full list of benefits available to clubs here ['benefits of club affiliation'](#).

ARE YOU READY TO AFFILIATE?

Renewal of affiliation

Digital renewal affiliation packs will be sent to Club or Membership Secretaries in the first instance.

Clubs should renew their affiliation via the myAthletics portal where they will be asked to:

- 1 Complete the Club Standards checklist (you must submit the checklist to record your latest score).
- 2 Review and update all committee roles.
- 3 Agree to the **terms and conditions** of affiliation.
- 4 Pay the affiliation fee of £200 no later than 30th April 2024 **payments can only be accepted from 2nd April 2024 onwards.**
- 5 Register athletes and runners from 2nd April 2024 and update their information accordingly by 30th June 2024. **Ensure all 2023/24 registered athletes are renewed by 30th June 2024 in order to be eligible to compete during 2024/25.**
- 6 Your club affiliation certificate can be printed directly from **the myAthletics portal via the Club Profile Tab.**

Please note that due to the 1st April 2024 falling on Easter Monday, to ensure the portal can be technically supported and to enable our clubs to have our Member Engagement Team available to them, our system will not reopen for payments until 0900 on the 2nd April 2024.

If changes to the Club Secretary or Membership Secretary have been made, guidelines on how to update these roles can be found in the FAQs Section of the myAthletics portal.

Club administrators should take care with the declaration of disciplines for team competition to ensure that your members are not disadvantaged. England Athletics requests that you review annually which disciplines your club will be competing in for team competition and notify England Athletics of any changes.

By affiliating to England Athletics, Clubs must agree to: -

- Paying a club affiliation fee of £200 and athlete registration fee of £19 per athlete in line with advertised deadlines.
- Adhere to and implement UK Athletics Safeguarding (Child & Adult policies, procedures and regulations).
- **Read and understand the following policies:**
 - i. England Athletics Anti Bullying Statement.
 - ii. England Athletics National Disciplinary Policy.
 - iii. England Athletics Privacy Policy.
- Take responsibility for their own governance and ensure they are providing duty of care for all club members by working towards, implementing and upholding **Club Standards** as set out by England Athletics. Clubs should ensure the myAthletics portal is kept up to date with:
 - i. An agreed club constitution in line with your legal structure.
 - ii. A functioning committee with the key roles.
 - iii. Club grievance and disciplinary policy.
 - iii. Club Privacy policy.

iv. Club Inclusion policy.

vi. Safeguarding.

- a. Sign up to the UK Athletics and HCAF Safeguarding club code of conduct.
- b. Ensure your members have agreed to the relevant UK Athletics and HCAF Code of Conducts and are managing the conduct and behaviour of those associated with the club as officials, coaches, volunteers, athletes, runners and supporters.
Please note that the terms of athlete registration mean that athletes must have agreed to their code of conduct before competing.
- c. Appoint a minimum of one Lead Welfare Officer that is appropriately trained.
- d. Ensure all club leaders and coaches have a valid licence and have agreed to the England Athletics Terms and Conditions for the England Athletics Coach Licence Scheme.

vii. Implement a Club Health and Safety policy.

→ **Agree to abide by the UKA Anti-Doping rules by**

- i. Adhering to and implementing the UKA Anti-Doping Clean Athletics Plan.
- ii. Through **signing the athlete code of conduct via the myAthletics portal**, ensuring that all registered athletes abide by the following statement: -

All members shall be deemed to have made him/herself familiar with and agreed to be bound by the UKA Anti-Doping Rules and to submit to the authority of UK Anti-Doping in the application and enforcement of the Anti-Doping Rules.

The UKA Anti-Doping Rules apply to all members participating in Athletics for a minimum of 12 months from the commencement of membership, whether or not the member is a citizen of, or resident in, the UK.

Any athlete wishing to retire from the sport of athletics must put this in writing to the club and England Athletics and cancel any applicable membership. Official retirement will remove the athlete from being under the auspices of UKA's anti-doping rules

- Implement and upload the license terms and conditions for all events and competitions they organise.
- Work in partnership and engage with England Athletics for the development of the sport.
- Take responsibility for the quality and accuracy of data added to the myAthletics portal. Clubs must ensure that members are aware that their data is being passed to the Athletics Governing Bodies and will be processed in accordance with our privacy statement. The data that is entered on behalf of club members must be accurate and up to date.

Managing athlete registrations

Athlete registration is a well-established part of our sport, and it is important that all competing athletes are registered with England Athletics and aware of their registration details.

- Club Secretaries are responsible for registering athletes on the myAthletics portal.
- Correct personal details should be submitted along with a valid email address for all club members that are added to the myAthletics portal.
- Once payment has been received, athletes will be sent their registration pack digitally with their Unique Registration Number (URN).
- **Club Secretaries to ensure each athlete logs into their portal and signs up to the athlete codes of conduct before they compete.**

Athletes can be registered throughout the year. Any new athlete to the sport can be registered between January and March and benefit from extended registration through to the 31st of March of the following year. Correct personal

details should be submitted along with a valid email address and confirmation that the athlete is aware their information is being shared with England Athletics.

* While road runners will still be able to compete unattached, athletes who wish to represent their club (and claim the registered athlete discount on entry fees) in road running events will need to be registered.

The UKA Rule Book 2024 - 2026 can be viewed electronically at www.uka.org.uk/competition.

Second Claim Members

Second claim athletes can be added as members if they have a current England Athletics registration with their first claim club.

Guidance on how to add Second Claim Members can be found in the FAQs page in the [myAthletics](#) portal.

If you wish to change a first claim other discipline status of a member, please complete the form entitled 'Other Discipline Application Form' found in the 'Athlete Registration' section of the 'Useful Documents' area in the myAthletics portal.

University and School Clubs

University and school clubs that affiliate to England Athletics are accepted on the same basis as all other affiliated athletics clubs.

University club officers must clarify with all new student athletes whether they are registering as a first claim or second claim member. If they are already a member of a club, they will need to complete the eligibility transfer process to become a first claim member of the university club and pay the relevant fee.

We ask that you register members who will be continuing in the following academic year in April/May. This can be followed by a wave of registering new members when they have joined their university club in October/November.

Change of club

Members wishing to join your club who have previously been registered first claim with another club must complete the Change of Club process which is accessed via the myAthletics portal. Once the process has been completed the athlete's transfer request is sent to the club officials of their former club and the club has 28 days to respond to this request.

To compete for another club as a Higher Competition Athlete an athlete must complete the Higher Competition Athlete application form and make the appropriate payment on or before the 1st of March each year.

Foreign athletes

Foreign athletes who have been registered with UKA as Foreign Athletes for 2024 and paid (if applicable) the Foreign Athlete Registration £10 fee to UKA, are also required to have an athlete registration with England Athletics.

To register new foreign athletes for 2024, please download and complete the 'Foreign Athlete Registration Form' from the 'Athlete Registration' section of the 'Useful Documents' area of the myAthletics portal.

U11 REGISTRATION SCHEME

Whilst it is not compulsory for Under 11s to register in order to compete, there are benefits to each club in registering Under 11's and England Athletics are committed to helping clubs grow the number of volunteers they have available to help out in their club.

Registered U11s will receive an electronic pack, as well as an offer for their parents/guardians to attend a Leading Athletics or Official's course free of charge which will encourage parents to be available and volunteer in their child's club environment.

During 2024, England Athletics will continue to help each club grow their coaching volunteers and for every 30 x U11's registered, England Athletics will provide a free place on a Coaching Assistant course, and the club will be able to choose who to send on these courses, free place on a Coaching Assistant course, and the club will be able to choose who to send on these courses.

During 2023, 146 free Coaching Assistant places were provided to clubs. Help your club benefit from this initiative and register your U11 athletes to enable them to join the England Athletics family and the other 4,500 U11's that registered in 2023.

At the beginning of each month, England Athletics will calculate the number of U11's registered and supply each club who has met this criterion with a voucher code to supply to their chosen candidate, who will then be able to enrol and begin their coaching pathway.



4,500

**U11 athletes
registered in 2023**

FUNETICS

**Join our movement to get
children more active.**

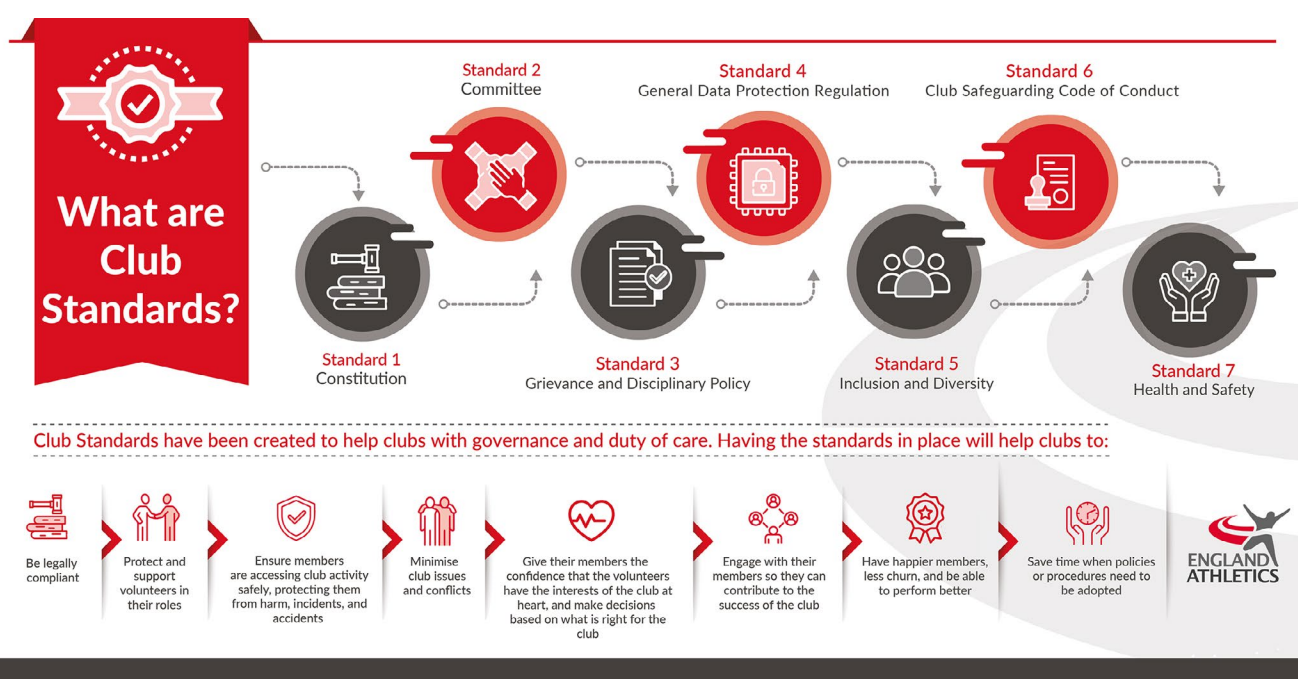


REGISTER NOW

HELPING YOUR CLUB WITH GOVERNANCE & DUTY OF CARE

Supporting our clubs in creating a safe, sustainable and welcoming environment in which all athletes have the ability to thrive is at the core of what we do.

To ensure that good governance is supported, embraced and recognised, our Club Standards – which are in line with legal legislation and code of sport governance – help you to understand and implement the necessary procedures.



There are seven standards in total, and while it is not yet mandatory for clubs to possess all seven in order to reaffiliate, we strongly encourage clubs to pursue this mark of excellence (we are delighted that almost 22% of our affiliated clubs already possess all seven standards) and have robust support mechanisms in place in order for you to do this.

87% of our affiliated clubs are engaged in working towards the full set of standards, and the support – which includes our designated Club Support Managers, online resources via Club Hub and myAthletics – will be complemented and enhanced from April 2024, with the addition of monthly information webinars for clubs.

For further information and related resources, please visit our Club Standards collection on [ClubHub](#).

You may also find the [FAQs](#) on myAthletics Portal helpful.

ADVANCED NOTICE OF CHANGE FOR 2025

Affiliated clubs will notice a change next year (as they come to reaffiliate in 2025) as Club Standard 6: Safeguarding – which 25% of affiliated clubs already meet – will become a mandatory requirement for affiliation.

*Clubs affiliated to British Triathlon can opt out of this mandatory standard, and choose instead to follow British Triathlon's guidance

This stems from our shared desire for, and commitment to, running and athletics clubs being genuinely safe and welcoming environments, at which everyone can participate, flourish and share enjoyment of our sport.

We will be in touch with clubs throughout the coming year, to explain the steps that must be taken to achieve this standard when it becomes mandatory in 2025, however a brief guide is below. Clubs will have to do the following on [myAthletics](#) portal:

- 1 Confirm that your club agrees to implement the UK Athletics and HCAF Safeguarding club code of conduct.
- 2 Confirm that you have ensure your members have agreed to the relevant UK Athletics and HCAF Code of Conducts and are managing the conduct and behaviour of those associated with the club as officials, coaches, volunteers, athletes, runners and supporters.
- 3 Appoint a minimum of one Lead Welfare Officer that has completed 1) Online UK Athletics Safeguarding course 2) Virtual England Athletics Welfare Officer Training* 3) DBS check.
- 4 Declare all your active coaches and leaders and ensure that they have valid England Athletics licence.

*Clubs with any Under 18s = England Athletics Child Welfare Officer Training

Clubs with over 18s only – England Athletics Adult Welfare Training

In continuing to support clubs striving to enhance and develop their welfare and safeguarding policies, we have also listened to feedback from clubs and now have two training courses for Welfare Officers, depending on whether or not your club has members aged under 18.

Please note that it will be a mandatory requirement for clubs to have Welfare Officers – including one Lead Welfare Officer – in place by April 2025, so now is an ideal time to take advantage of our enhanced course offering.

SAFEGUARDING

UK Athletics and England Athletics remain committed to ensuring our clubs and athletics environments are as safe and welcoming as possible. Safe and welcoming club environments allow everyone to flourish and improve participation and enjoyment in our sport.

UKA and the Home Country Athletics Federations have recently made some updates to the UKA and HCAF Safeguarding Regulations, UKA and HCAF Child Safeguarding Policy, UKA and HCAF Child Safeguarding Procedures and UKA and HCAF Safeguarding Process Map.

Changes to Club Welfare Officer requirements and training

Club Welfare Officers play a key role in ensuring that that club members have a safe and positive experience at their club. Welfare Officers are key to all members knowing what to do and who to speak to if they have a safeguarding or discipline or conduct concern. They are also key to managing lower-level club issues and disputes, and/or flagging concerns for early intervention to prevent escalation and behaviours which prevent enjoyment of the sport. Welfare Officers also form part of the club committee and perform a key role in implementing good safeguarding governance locally at your club.

We have listened to feedback from clubs and now have two suitable training courses for Welfare Officers depending on whether or not you have club members aged under 18. Please note that safeguarding requirements still apply if you have adult members or occasional under 18s who join your groups or sessions. Whilst the number of Welfare Officers is up to you as a club to decide what you need based on your set up, we are also asking you to appoint one Lead Welfare Officer as a key contact and coordination person for welfare matters.

Please go to [Safeguarding change notification](#) to read through the full update and see all relevant links.

Please note that it will be mandatory for all Clubs to have Welfare Officers in post from April 2025, and it is especially important that you have these positions filled and your Welfare Officers trained before this date.

AFFILIATION FEES

Renewal of affiliation

The affiliation and registration fees are set in order to meet our strategic priorities to grow our sport.

	Fee (2024/25)
Club Affiliation	£200
Athlete Registration	£19
Under 11 Registration Scheme	£19

You can make your payment online or create a remittance advice through the club management area of the myAthletics portal once an invoice has been raised.

Pay online

Manage all your club memberships and pay registration fees online through the myAthletics portal ([click here for set up instructions](#)). This is becoming the preferred method of payment for many clubs as much of the administration time is removed and clubs can send payment requests directly to their members to pay their athlete registration and club membership fees online.

Pay via BACS

Alternatively, to pay via BACS complete a bank transfer and use your invoice/name of club as a reference.

Payee England Athletics
Account 59025603
Sort code 60 21 48

Clubs can also request club membership fees directly from members. If the England Athletics fee is included in the membership, the athlete will automatically be registered once they have paid online. To find out more about how to set this payment method up for your athletes please visit the 'Payments and Orders' section of the FAQs area of the myAthletics portal.

Please note that **cheque payments are no longer accepted**. An order that has already been created can also be paid online later by going to 'Order History' then choosing the 'Pay Online' option for the order to be paid.

Please note that you should not raise any orders for payments relating to the new affiliation year until on or after 2nd April 2024.



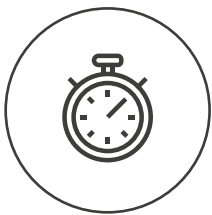
MAKE THE MOST OF YOUR MEMBERSHIP WITH OUR FREE TO ACCESS DIGITAL PLATFORMS



myAthletics Portal

Use our online portal to manage your club administration and memberships, and access FAQs and useful documents.

VISIT NOW



Athletics Hub

Athletics Hub is home to our Coaching Resource Library where you'll find a diverse range of video-based coaching materials. It is also the place that your club members can go to book on to coaching and officiating courses and workshops.

VISIT NOW



Club Hub

Club Hub is our new digital club support offer that helps affiliated club volunteers learn, develop and solve a problem.

VISIT NOW



Roster Athletics

Organisations affiliated with England Athletics can start using the innovative Roster Athletics platform today to organise their competitions and events and take online entries.

VISIT NOW

MANAGING YOUR CLUB USING THE MYATHLETICS PORTAL

Full access to the club management area of the myAthletics portal will be provided to your Club Secretary, Membership Secretary and Treasurer.

Should you require full access for any other official of the club then this must be requested via email to registration@englandathletics.org.

Reduced admin access can be provided to Club members with the following roles: Coach, Coaching Coordinator, Team Manager, Welfare Officer. For more information on how to assign this reduced admin role to your club members please see the 'Club Member Management' section of the FAQs area in the myAthletics portal.

The myAthletics portal includes the following key features:

- **Club profile** – Keep your club information up to date.
- **Club Standards** – Manage your club standards checklist.
- **Athlete and runner registration** – Register athletes and runners – both competitive and social athletes.
- **Role management** – Assign roles to committee members and other volunteers.
- **Coach & Official role management** – Assign coaches and official roles and check qualifications and licenses.
- **Welfare Officer** – Assign Welfare Officers and check they have completed the required training and DSB checks.
- **Membership payment management** – Create your own membership types and set their prices to collect membership fees from your members.
- **Secure online payments** – Set your club up to send payment requests to your members and collect payments online through Stripe.
- **Club affiliation** – Pay your club affiliation fee online direct to England Athletics.
- **Track orders** – Check the status of membership orders.
- **Group management** – Carry out actions based on groups you've created.
- **Email** – Send emails to your club members.

Take a look at our MyAthletics portal [useful documents](#) and [FAQs](#) for more information.

CLUBS AT THE HEART OF OUR STRATEGIC PLAN

We are committed to supporting affiliated clubs and recognise that they sit at the heart of athletics and running in England. We will support and develop clubs to be safe, sustainable and welcoming, be the best they can and create vibrant environments for their athletes.

ENGLAND ATHLETICS STRATEGY 2021-2032

Key focus areas

At the heart of our strategic plan, and the focal point for everything we do, are the people and communities involved in our sport across five key areas:



CONTACTS & SUPPORT

Our Member Engagement Team provide high quality customer service and dedicated support for affiliated clubs and registered athletes.

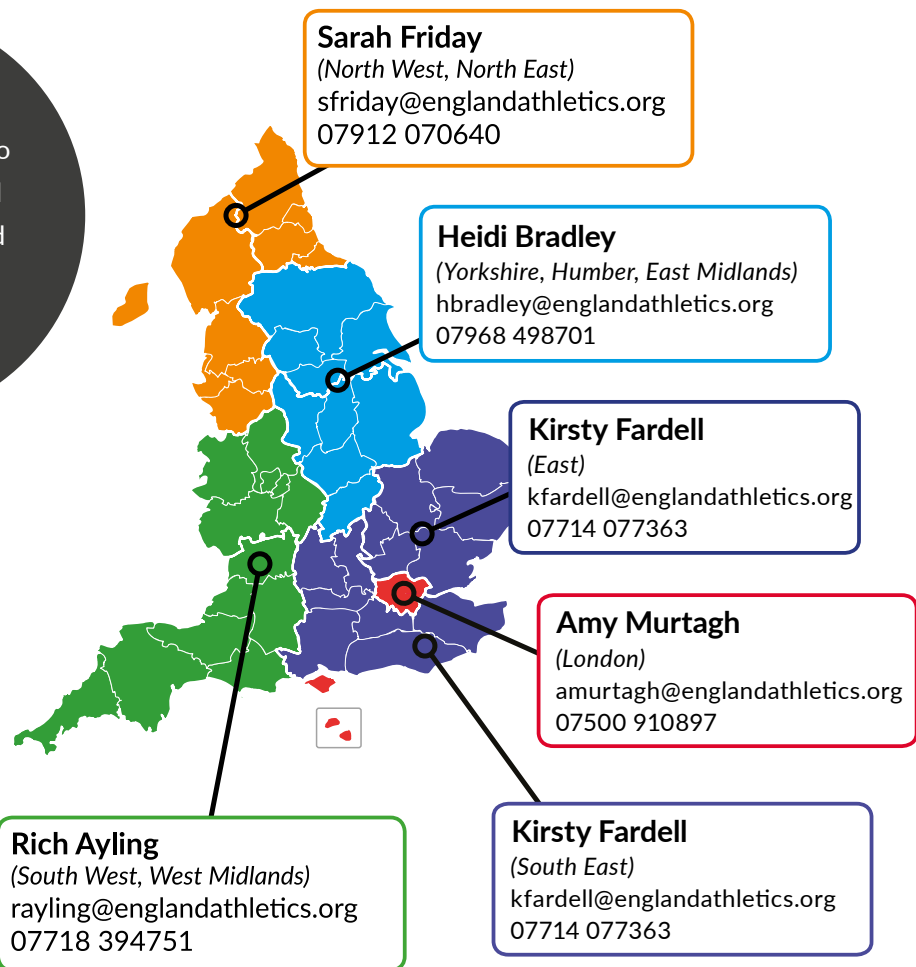


0121 347 6543



registration@englandathletics.org

Our **Club Support Managers** are here to provide support and guidance to affiliated athletics and running clubs.



Social media

Connect with us via the following platforms:



Emma Hurst

Digital Club Support
ehurst@englandathletics.org
07921 060306

USEFUL LINKS

- Athlete registration check
- Becoming a registered athlete
- Benefits of athlete registration
- Benefits of club affiliation
- Club Support
- Composite Teams
- Kukri Online Shop
- London Marathon club entry
- myAthletics Portal FAQs
- myAthletics Portal Useful Documents
- Power of 10
- RunTogether
- TrackMark
- UKA rules of competition
- Welfare & Safeguarding



ONLINE SHOP

 KUKRI

Does your athletics club need world class sportswear, delivered in a timely fashion?

With Kukri you can set up an online store and sell your own clubwear.

GET STARTED

CLUB SUPPORT FUND IN 2023

£100k funding
award to **108**
clubs and **17**
facilities



87% of clubs
engaged with
club standards.

We maintained
over an **80%**
Satisfaction Score
for all enquiries EA
received



70,000 Unique
page views to
club hub



Over **700** clubs
received direct
support with club
standards from
a Club Support
Manager



Over **90** club
volunteers on the
Club Leadership
Programme

